

APPLICATION FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT FOR A PROJECT IN THE WOLVERCOTE NEIGHBOURHOOD FORUM AREA 2022 Round 2	
<p>1. Please read the “Guidance Notes for WNF CIL Funding Applications”</p> <p>2. The sections of this application form may be used flexibly to provide additional information where necessary. Not all sections will be relevant to all projects, and you may leave these blank.</p> <p>3. Applications will be assessed by the WNF Steering Committee, taking account of the following criteria; applicants may wish to include supporting information regarding their project’s fit to the criteria.</p> <ul style="list-style-type: none"> • Location within or serving the WNF Community • The recipient operates as a recognised body with a nominated bank account • The project has agreement in principle from the property or asset owner • Value for money • Consideration has been given to health and safety requirements • Environmental sustainability • Innovation 	
TITLE Short title by which the project will be known	Cutteslowe Community Centre Kitchen Refurbishment
PROJECT APPLICANT(S) & CONTACT DETAILS Name of person (not organisation) who has initiated the project, with email & phone number	Stephanie Jankovic
APPLICANT ORGANISATION Name and type of organisation, if applicable, charity number.	Cutteslowe Community Centre, Charity Number: 1154860
OUTLINE PROJECT DESCRIPTION Short description so others not associated with the project can understand its purpose and scope. Include aims & objectives, and expected beneficiaries (max 150 words)	In the past 5 years Cutteslowe Community Centre has refurbished the toilets, lounge, entrance and offices of the Community Centre. The last step in our refurbishment is to refit our kitchen with a modern custom-built kitchen making increasing safety and maximising the small space available. The existing kitchen is difficult to use/keep clean, air extraction is inadequate, and storage shelves/cupboards are in poor condition. Many of our volunteers and Trustees are in their 60s,70s and 80s

	<p>and find the existing kitchen increasingly difficult to use and manoeuvre in.</p> <p>The kitchen is used regularly for serving tea, coffee and food for multiple groups listed further down.</p> <p>Our aim as an organisation is to provide activities and support for and the surrounding area a large part of which falls with Wolvercote Neighbourhood Forum's remit and beyond.</p>
<p>MAIN TASKS</p> <p>A list of the main tasks and if appropriate an initial project plan with timescales.</p>	<p>The main tasks are 1) to strip out the existing shelving, surfaces, cooker fridge, sinks and flooring and 2) to replace the above and add trunking and fume extraction from the cooker</p>
<p>STAKEHOLDERS & DETAILS OF CONSULTATION</p> <p>(e.g. Council, Highways, site owners or asset holders, community organisations, businesses, neighbours)</p>	<p>OXFORD CITY COUNCIL – BUILDING'S OWNER</p> <p>No consultation to date (see below under Consents)</p> <p>HOUSEHOLDERS AND FAMILIES LIVING IN CUTTESLOWE, SUNNYMEAD AND WOLVERCOTE</p>
<p>RELEVANCE TO THE NEIGHBOURHOOD PLAN</p> <p>How does the project enhance or develop our neighbourhood?</p>	<p>Though Cutteslowe Community Centre does not sit within Wolvercote Neighbourhood itself the area we serve covers both Cutteslowe (surrounding Cutteslowe Park) and both Upper and Lower Wolvercote. All of our open access activities provided by or collaborated with Cutteslowe Community Centre.</p> <p>The project falls under the WNF Neighbourhood Plan's goal: Provide '<i>communal facilities that will maintain and enhance social interaction.</i>'</p> <p>The refurbishment of other parts of the centre has led to greater than pre-pandemic use by local families. (Increase in private hires of over 300%). An upgraded kitchen will attract more local families and will be better for our regular users where refreshments are an integral part, such as for our Seniors, Sunnymead</p>

Minnows (0 to 5 year olds) and the Community Larder, as well as one-offs e.g. our 5 week summer holiday programme for 0-12 year olds which included lunches this year.

Specifically:

Sunnymead Minnows Toddler and Baby Groups

Cotteslowe Community Larder (a large number of those attending our larder are from Northern Cotteslowe and Wolvercote, including a large number of Ukrainian families being hosted in Lower Wolvercote)

Cotteslowe Summer Fun in the Sun Summer Programme of activities for children – a large number of families joined activities from all parts of Wolvercote Ward including Ukrainian children and families with one mother living in Lower Wolvercote feeding back that:

"It's wonderful to enable children to engage in new experiences. Cotteslowe Community Centre helps nurture children's wellbeing and fosters a commitment to lifelong learning."

Monthly breastfeeding support sessions

A fortnightly support group for parents of children with Special Educational Needs

Our Seniors Group that meets fortnightly

Weekly ESOL Classes

As we come into this difficult Autumn/Winter we also plan collaborate with delivery of twice-weekly free community cafes (tea/coffee/cake/soup/roll) and a free weekly evening meal for those struggling most within the area to access warmth, food and support.

We also work closely with Wolvercote Young People's Club and have

	supported those hosting Ukrainian Families.
<p>CONSENTS REQUIRED</p> <p>Are any legal consents required before the project can go ahead (e.g. from a Council department such as Highways, Planning, Building Control, or other statutory organisation)?</p>	<p>We always inform OCC as owners of any work undertaken to the Centre, but this refit would not require formal planning permission, and no structural alterations to the building (other than a new exit through the outside wall for the enhanced extractor unit).</p>
<p>FINANCE</p> <p>How much will this project cost in total? What proportion is being sought from CIL funding? What other sources of finance are being pursued? Are you seeking matched funding? What will the CIL grant be spent on?</p> <p>PLEASE INCLUDE COPIES OF COST ESTIMATES</p>	<p>Current project costs (with changes needing to be made) are £25,263. We have already raised £13,500 and have a pledge from a donor who will pay for a new hob/oven range (ca £1,500). We are seeking a grant from Wolvercote Neighbourhood Forum for £10,000 with CCA making up any shortfall.</p> <p>Work is already in progress as those using the kitchen were finding it increasingly difficult and dangerous to work in. It was also necessary to find the time period in the year that would cause least financial loss from booking to the Centre and a start date of early September was found to be best. CCA is reliant on our bookings revenue to cover core costs so the decision was made to start work prior to fully fundraising for the work.</p> <p>We have attempted to engage with multiple builders, joiners and companies to provide us with quotes but none were forthcoming. As a result we have undertaken the work with the builder who delivered the first 3 stages of our refit/refurbishment to a high standard with the kitchen being the 4th and final stage. .</p>
<p>MAINTENANCE</p> <p>How will the outputs of the project be maintained and by whom? Please note that CIL grants cannot be used to cover ongoing costs.</p>	<p>The project itself will be overseen by our Centre Manager and CCA will be responsible for cleaning, maintenance and repairs and future upkeep.</p>
<p>RISK ASSESSMENT</p>	<p>There are no financial risks, as the Association has income/reserves to</p>

<p>Are there any financial or other risks to the completion of this project?</p> <p>Are there any safety issues associated with the project?</p>	<p>cover its work for the neighbourhood for the foreseeable future and could cover the event of a builder defaulting. The Association has no claims outstanding against it. It was hoped that the Centre would be closed when the work is undertaken, however there have been delays in completion requiring work to take place when no bookings or activities are taking place to ensure no third-party safety issues.</p>
<p>MONITORING AND REPORTING</p> <p>How will the success of the project be monitored? Over what timescale?</p>	<p>It is difficult to measure the difference the project will make on its own, but we would expect this final stage of the refurbishment of the whole building to allow us to continue to grow the number of people using the Centre who also use the kitchen. We keep records of all hirings. Qualitative feedback will come from both people hiring and from our cadre of volunteers who prepare and cook food for visiting groups.</p>
<p>OTHER COMMENTS OR INFORMATION</p> <p>Please list anything else of relevance you wish the Committee to be aware of.</p>	<p>The project will improve health and safety in the kitchen by making it easier to use. There are no changes to environmental sustainability: the current hob/oven are electric and will be replaced by similar.</p>
<p>Completed applications, WITH COPIES OF COST ESTIMATES/QUOTES WHERE APPLICABLE, should be sent with a covering email to <email address></p>	